

# Scott Allen

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218-419-0542

Seasoned production /warehouse/maintenance worker with more than 10 years of experience in fast-paced factory/production setting. Excellent organizing and production skills. Track record of achieving exceptional results in warehouse and production settings.

Authorized to work in the US for any employer

## Work Experience

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Carlton County Transportation Department - Carlton, MN  
August 2011 to August 2016

Provide grounds keeping services, such as landscaping and snow removal.

Perform general cleaning of buildings or properties.

Fabricate or repair counters, benches, partitions, or other wooden structures, such as sheds or outbuildings.

Estimate repair costs.

Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.

Order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.

Record type and cost of maintenance or repair work.

Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.

### **Caretaker**

D.W. Jones Mgmt - Grand Rapids, MN  
May 2011 to November 2014

Perform accounting duties, such as bookkeeping, billing customers for services, or maintaining inventories.

Write reports, maintain research information, or perform clerical duties.

Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.

Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.

Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.

Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, or other grounds features.

Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.

Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.

Shovel snow from walks, driveways, or parking lots and spread salt in those areas.  
Mow or edge lawns, using power mowers or edgers.

### **Painter**

Bester Painting LLC - Duluth, MN  
January 2005 to September 2010

Clean work areas and equipment.  
Perform support duties to assist painters, paperhangers, plasterers, or masons.  
Apply protective coverings such as masking tape to articles or areas that could be damaged or stained by work processes.  
Smooth surfaces of articles to be painted, using sanding and buffing tools and equipment.  
Mix plaster, and carry plaster to plasterers.  
Erect scaffolding.  
Fill cracks or breaks in surfaces of plaster articles or areas with putty or epoxy compounds.  
Supply or hold tools and materials.  
Remove articles such as cabinets, metal furniture, and paint containers from stripping tanks after prescribed periods of time.

### **Crane Operator/Heavy Equipment Oper and Maintenance**

Bay Side Recycling Corporation - Duluth, MN  
June 2003 to May 2005

Determine load weights and check them against lifting capacities to prevent overload.  
Move levers, depress foot pedals, or turn dials to operate cranes, cherry pickers, electromagnets, or other moving equipment for lifting, moving, or placing loads.  
Inspect cables or grappling devices for wear and install or replace cables, as needed.  
Clean, lubricate, and maintain mechanisms such as cables, pulleys, or grappling devices, making repairs as necessary.  
Inspect and adjust crane mechanisms or lifting accessories to prevent malfunctions or damage.  
Direct helpers engaged in placing blocking or outrigging under cranes.  
Load or unload bundles from trucks or move containers to storage bins, using moving equipment.  
Direct truck drivers backing vehicles into loading bays and cover, uncover, or secure loads for delivery.  
Repair and replace damaged or worn parts.  
Dismantle and reassemble heavy equipment using hoists and hand tools.  
Operate and inspect machines or heavy equipment to diagnose defects.  
Clean, lubricate, and perform other routine maintenance work on equipment and vehicles.  
Fit bearings to adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment.

### **Order Processor/Warehouse/Freezer**

Fleming Inc - Superior, WI  
January 1998 to February 2003

Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.  
Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.  
Store items in an orderly and accessible manner in warehouses, tool rooms, supply

rooms, or other areas.

Drive trucks in order to pick up incoming stock or to deliver parts to designated locations.

Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.

Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.

Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issues.

Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.

Keep records on the use and/or damage of stock or stock handling equipment.

Examine and inspect stock items for wear or defects, reporting any damage to supervisors.

Dispose of damaged or defective items, or return them to vendors.

Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.

Obtain merchandise from bins or shelves.

Keep records of out-going orders.

Requisition additional materials, supplies, and equipment.

## **Crane Operator**

Olympic Steel - Minneapolis, MN

February 1994 to April 2000

Determine load weights and check them against lifting capacities to prevent overload.

Move levers, depress foot pedals, or turn dials to operate cranes, cherry pickers, electromagnets, or other moving equipment for lifting, moving, or placing loads.

Inspect cables or grappling devices for wear and install or replace cables, as needed.

Clean, lubricate, and maintain mechanisms such as cables, pulleys, or grappling devices, making repairs as necessary.

Inspect and adjust crane mechanisms or lifting accessories to prevent malfunctions or damage.

Direct helpers engaged in placing blocking or outrigging under cranes.

Load or unload bundles from trucks or move containers to storage bins, using moving equipment.

Weigh bundles, using floor scales, and record weights for company records.

Review daily work or delivery schedules to determine orders, sequences of deliveries, or special loading instructions.

Direct truck drivers backing vehicles into loading bays and cover, uncover, or secure loads for delivery.

Inspect bundle packaging for conformance to regulations or customer requirements and remove and batch packaging tickets.

## **Education**

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Wisconsin Indianhead Technical Institute - Superior, WI

May 2010

## Skills

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MAINTENANCE, EQUIPMENT MAINTENANCE, FOOD PRODUCTION, WELDING, HEAVY EQUIPMENT

## Certifications/Licenses

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### **Driver's License**

## Additional Information

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Welding certificate, heavy equipment operation and maintenance, forklift certified, fabrication, blueprints, torch cutting, crane operation overhead and remote, warehouse logistics, palletizing, shipping and receiving.

### Skills

Repairing Equipment Maintenance  
Mechanical Troubleshooting  
Critical Thinking Customer and Personal Service  
Complex Problem Solving Equipment Selection  
Time Management Reading Comprehension  
Operation Monitoring Building and Construction  
Active Listening Active Learning  
Coordination Judgment and Decision Making  
Operation and Control Speaking  
Installation English Language  
Writing Production and Processing  
Food Production